

Board of Trustees of the Williamsburg Libraries

5/7/2019

Present: Pat Billingsley, Cynthia Barker, Joan Coryat (recorder), Charlotte Meryman, Ed O'Neil, Rob Stinson

1. Pat called the meeting to order at 8 p.m.
2. Joan was appointed recorder.
3. May 10 interview schedule was reviewed:
  - a. Candidate #1: 9 am – noon
  - b. Candidate #2: Noon – 3 pm
  - c. Candidate #3: 3 pm – 6 pm

First hour of each session will include: 40 min interview with trustees, 10 mins allocated for questions from the public and 10 mins allocated for candidate questions directed to the trustees. The next 30-45 mins will consist of library tour and conversation with Katie followed by final hour-long interview with the staff.

4. The list of in-person interview questions was reviewed and revised including changes to the order of questions. Pattern for asking questions will be the same as the phone interviews; Pat will explain the process to the candidate and the audience, ask the first question and each board member in turn will ask the next question until all questions have been asked or 40 minutes has been used. The candidate will then have 10 minutes to ask her questions followed by questions from the public.
5. Rob, Cynthia and Charlotte will each check references for one of the candidates once Charlotte has contacted the candidates and received all the references. Any 'red flags' should be sent out to trustees.
6. Pat has not had any success so far contacting the MBLC regarding academic references. Joan verified 2 academic degrees but the outstanding 4 academic verifications have to be completed through the National Student Clearinghouse at a cost of \$18.95 per degree.
7. All publicity for interviews has been completed.
8. All trustees should bring 3 copies of the interview questions on Friday.
9. Katie will provide bottled water for all candidates.
10. The meeting was adjourned at 9:40 p.m.

*P. A. Billingsley*